

## **ALTERNATIVE COMMUNITY PROGRAMS (ACP) OF MONTGOMERY COUNTY**

*Department Human Services, 210 S Pepper St., Suite D, Christiansburg, VA 24073*

*FAX 382-5780 or EMAIL [clarkle@montgomerycountyva.gov](mailto:clarkle@montgomerycountyva.gov)*

ACP youth are a valuable resource that non-profit agencies can utilize. These juveniles complete hours doing a wide variety of tasks including cleaning, landscaping, sorting and organizing, and many others. To become a placement site, the ACP Case Manager will conduct a site visit with the supervisor to explain program details. The non-profit agency will specify which individuals they are able to accept, availability of hours, and which tasks the youth will complete. Each juvenile will be provided a timesheet, the non-profit agency will track the completed hours, and return the timesheet to the ACP Case Manager.

The non-profit agency has the right to notify ACP Case Manager if the participant is not following the rules that have been agreed upon by the family, the worksite, and Alternative Community Programs.

### **NON-PROFIT WORKSITE APPLICATION**

**DATE:** \_\_\_\_\_

**NAME OF ORGANIZATION:** \_\_\_\_\_

**CONTACT PERSON(S):** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

\_\_\_\_\_

**Description of tasks/duties to be performed:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Other specific requests (charge restrictions, etc.):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WORKSITE REPRESENTATIVE**

\_\_\_\_\_

**DATE**